

# How to Obtain Required Documents

## **Birth Certificate (Born in Missouri)**

If you need a certified copy of your birth certificate and you were born in Missouri, you have three options:

- Write to: Missouri Department of Health and Senior Services  
Bureau of Vital Records  
PO Box 570  
Jefferson City, MO 65102
- Call (573) 751-6387 or (573) 751-6400
- Go to [www.dhss.mo.gov](http://www.dhss.mo.gov) and click on Birth and Death Records on the left side of the page. An application is available at <http://www.dhss.mo.gov/BirthAndDeathRecords/index.html>. Or go to <http://www.dhss.mo.gov/LPHA/PublicHealthAgencies.html> to find the public health agency that will have your birth certificate.

## **Birth Certificate (Not Born in Missouri)**

If you need a certified copy of your birth certificate and you were not born in Missouri:

- Contact the state department of health or vital records in which you were born. The federal Center for Disease Control website ([www.cdc.gov](http://www.cdc.gov)) includes a list of all states and links to each state's appropriate vital records agency from the National Center for Health Statistics at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.
- The same website is also linked from the Department of Health and Senior Services website at <http://www.dhss.mo.gov/BirthAndDeathRecords/index.html>.

## **Marriage License (Married in Missouri)**

For individuals who changed their last name in marriage, and were married in Missouri:

- Contact the county Recorder of Deeds in the county in which you purchased your marriage license. A list of contact information is available from the Secretary of State at [http://www.sos.mo.gov/MOroster/county\\_officials.pdf](http://www.sos.mo.gov/MOroster/county_officials.pdf).
- Call the Missouri Department of Health and Senior Services at (573) 751-6387 or (573) 751-6400. A document showing proof of marriage and the subsequent name change is available from DHSS if you physically visit the Department at Go to [www.dhss.mo.gov](http://www.dhss.mo.gov) and click on Birth and Death Records on the left side of the page. An application is available at <http://www.dhss.mo.gov/BirthAndDeathRecords/index.html>.

**Marriage License (Married Outside of Missouri)**

For individuals who changed their last name in marriage, and were married outside Missouri:

- You will likely have to contact the county in which you obtained your marriage license. For a list of state contact information, go to the National Center for Health Statistics at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

**Divorce Decree (Divorced in Missouri)**

For individuals who have changed or wish to change their name as a result of a divorce in Missouri:

- Contact the Clerk of the Circuit Court where the divorce was granted. A complete list is available from the Secretary of State at [http://www.sos.mo.gov/MOroster/county\\_officials.pdf](http://www.sos.mo.gov/MOroster/county_officials.pdf).

**Divorce Decree (Divorced Outside of Missouri)**

For individuals who have changed or wish to change their name as a result of a divorce outside of Missouri:

- Contact the state or county in which your divorce was granted. For a list of state contact information, go to the National Center for Health Statistics at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.